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AQIM Handbook

Southern Border–Vehicles

Introduction

Contents

Background

This pathway covers passenger vehicles entering via Southern border crossings. Information must be recorded on a worksheet even if no agricultural item(s) are found.

Pathway Monitoring Maintenance

Port managers and local AQIM coordinators are responsible for ensuring that monitoring activities are being performed and being performed properly. To help with reviewing the status of monitoring activities, refer to **Appendix L—Pathway Monitoring Maintenance**. This appendix contains a checklist of question port managers and local AQIM coordinators should periodically answer to ensure proper monitoring of each designated pathway at their work locations. See **Figure L-1**. The questions review the following topics:

◆ Random sampling

◆ Proportional sampling

◆ Adequate sampling

◆ Accurate and complete data

◆ Working risk committees

◆ Local support

Southern Border– Vehicles Worksheet

There is one worksheet for recording information gathered from your inspection of Southern Border—Vehicles for the purpose of AQIM. Two worksheets are printed on the following page so you can remove, photocopy, and reuse them. The worksheet is also available on disk; contact your local AQIM coordinator.

The form is also available as a fillable form; go to:

http://www.aphis.usda.gov/ppq/manuals/pdf_files/AQIM_in_PDF/ Southern_Border_Vehicle.pdf

SOUTHERN BORDER VEHICLE - AQI Monitoring Form - FY 03

Workunit: _____   Bridge/Crossing: _____   Day of Week: _____   Date: ___/___/___

IMPORTANT: With multiple passengers in vehicle, determine if driver is "giving a ride." If so, gather data on passengers who are actually going to (and/or staying at a) US destination.

A) Time: _____   **B) Pax Origin:** _____   **C) Origin:** ☐ Local ☐ Distant   **D) Pax CITY/STATE:** _____ / _____
City   State

E) Destination: ☐ Local ☐ Distant   **F) Number of Pax:** _____   **G) Status:** ☐ U.S. Citizen ☐ Res. Alien ☐ Other

H) Reason for Travel (check one): ☐ Work ☐ Tourist ☐ Visit Family/Friends ☐ School ☐ Shop/Dine

I) Vehicle Type (check one): ☐ Car/Station Wagon ☐ Sport Utility ☐ Commercial Van ☐ Family Van ☐ Truck ☐ Recreational Vehicle   **Inspected by:** _____

J) HAVE BEEN On A Farm or Ranch/Near Livestock?: ☐ Yes ☐ No   **K) Going to a Farm or Ranch?** ☐ Yes ☐ No   **L) Any Item(s) of Agricultural Interest?** ☐ Yes ☐ No

List Item	Amount	Declared No Yes	Action Taken*	Where Found In Vehicle:**	Found In***	Pest-Pres No Yes	Contaminant No Yes	Pest Number	Pest Identification or Contaminant
_____	_____	☐N ☐Y	_____	_____	_____	☐N ☐Y	☐N ☐Y	_____	_____
_____	_____	☐N ☐Y	_____	_____	_____	☐N ☐Y	☐N ☐Y	_____	_____
_____	_____	☐N ☐Y	_____	_____	_____	☐N ☐Y	☐N ☐Y	_____	_____
_____	_____	☐N ☐Y	_____	_____	_____	☐N ☐Y	☐N ☐Y	_____	_____

****

A) Time: _____   **B) Pax Origin:** _____   **C) Origin:** ☐ Local ☐ Distant   **D) Pax CITY/STATE:** _____ / _____
City   State

E) Destination: ☐ Local ☐ Distant   **F) Number of Pax:** _____   **G) Status:** ☐ U.S. Citizen ☐ Res. Alien ☐ Other

H) Reason for Travel (check one): ☐ Work ☐ Tourist ☐ Visit Family/Friends ☐ School ☐ Shop/Dine

I) Vehicle Type (check one): ☐ Car/Station Wagon ☐ Sport Utility ☐ Commercial Van ☐ Family Van ☐ Truck ☐ Recreational Vehicle   **Inspected by:** _____

J) HAVE BEEN On A Farm or Ranch/Near Livestock?: ☐ Yes ☐ No   **K) Going to a Farm or Ranch?** ☐ Yes ☐ No   **L) Any Item(s) of Agricultural Interest?** ☐ Yes ☐ No

List Item	Amount	Declared No Yes	Action Taken*	Where Found In Vehicle:**	Found In***	Pest-Pres No Yes	Contaminant No Yes	Pest Number	Pest Identification or Contaminant
_____	_____	☐N ☐Y	_____	_____	_____	☐N ☐Y	☐N ☐Y	_____	_____
_____	_____	☐N ☐Y	_____	_____	_____	☐N ☐Y	☐N ☐Y	_____	_____
_____	_____	☐N ☐Y	_____	_____	_____	☐N ☐Y	☐N ☐Y	_____	_____
_____	_____	☐N ☐Y	_____	_____	_____	☐N ☐Y	☐N ☐Y	_____	_____

* Action Taken:
S - Seized
CT - Clean/Treatment
IR - Inspect and Release

** Where Found In Vehicle:
1 - Passenger Seating Area
2 - Trunk
3 - Storage Area
4 - Truck Bed
5 - Concealed

***Found In:
1 - Luggage
2 - Grocery/Shopping Bag
3 - Cooler
4 - Carton/Box
5 - Other

10/01/2002

INSTRUCTIONS: SOUTHERN BORDER VEHICLE AQI MONITORING FORM-FY 03

1. **Data fields A through L must be filled in for a completed monitoring record even if no agriculture item(s) are found. If answer to data field L is Yes, then record Item, Origin of Item, Amount, Declared, Action Taken, Where Found in Vehicle, Found In, Pest Present, Contaminant, and if appropriate, Pest Number and Pest Identification or Contaminant. See bottom of front page for codes.**

2. **All QMIs found need to undergo 100% inspection for pests. All pest types and quantities found on QMIs must be recorded on pest interception form(s). Also record "NONE" if no pests were found. See Pest Interception # explanation below.**

3. **Record the Workunit, Bridge/Crossing and Date of the inspection.**

4. *********BE SURE TO CAPTURE DATA ABOUT THE PASSENGER(S) WHO HAD ITEMS OF AG INTEREST, THIS IS NOT ALWAYS THE DRIVER OF THE VEHICLE.**

A) TIME: Record, in military time, the time of day the inspection began.

B) PAX ORIGIN: Determine the vehicle occupants who are actually going to a (and/or staying at a) US destination. Then record the vehicle's/passenger's country of origin and, if Mexico, record the Mexican State or Territory. Spell out the origin name.

C) ORIGIN: Check if the vehicle/passenger origin was Local (port discretion but less than 50 miles) or Distant.

D) PAX CITY/STAT DESTINATION: Record the passenger's primary CITY & STATE of destination in US. If going to multiple destinations, record the last or final city/state destination. If in transit to foreign country, indicate "in transit" (IT). Use 2 letter code for STATE.

E) DESTINATION: Check if the vehicle/passenger destination was Local (port discretion but less than 50 miles) or Distant.

F) NUMBER OF PAX: Record the number of passengers in the vehicle.

G) STATUS: After determining the vehicle occupants who are actually going to a US destination. Check the appropriate response. If multiple status types, indicate the majority type.

H) REASON FOR TRAVEL: Check only one response. Response should indicate the primary purpose for the trip.

I) VEHICLE TYPE: Check the appropriate response.

J) HAVE BEEN ON A FARM OR RANCH/NEAR LIVESTOCK?: Record if vehicle/passenger(s) were on farm (whether animal or crop farm) or near livestock within the last 30 days while ina foreign country.

K) GOING TO A FARM OR RANCH IN U.S.: Record if passenger(s) will be going to a farm environment (whether animal or crop farm) within the next 30 days. This question will begin providing risk related information on plant and animal products destined to agricultural areas.

L) ANY ITEM(S) OF AGRICULTURAL INTEREST: Check whether the passenger(s) has an item of agriculture interest. Agriculture interest is defined as items (such as plants, plant products, meat or animal products, shoes, ...etc.) that require PPQ's attention for purposes of regulation, inspection for pests, seizure, cleaning, verifying paperwork...etc. IF YES, then **COMPLETE THE SECTION BELOW THE STARRED LINE.**

INSPECTED BY: Print the name or badge number of the person responsible for the inspection of the passenger(s) selected. This data is for local office use, it is not recorded in the monitoring database.

LIST ITEM: Record the name of each item of agricultural interest found during the inspection. List one item per line, beginning with item seized then items cleaned or treated and finally items inspected and released. If there are more than four items indicate the number of additional items on the fourth line. For example, list orange, ham, mango, and 2 additional items.

AMOUNT: Weight data is important as a standard for risk analysis. Most items can be recorded as a weight. **Indicate the weight in kilograms**. Obtain or _accurately estimate_ weight of items (apple, orange, etc.) whenever possible. **For plant items (flowers, etc) record number of stems or pieces. For items not practical for obtaining weight (shoes, trophies, etc.),** record the quantity of these as pieces.

DECLARED: Check the appropriate response to indicate if item was officially declared to PPQ.

ACTION TAKEN: Record the appropriate response using codes found on the bottom of the data form.

WHERE FOUND IN VEHICLE: Record the appropriate response using codes found on the bottom of the form.

FOUND IN: Record the appropriate response using codes found on the bottom of the form.

PEST PRES(ENT): Check correct response to indicate if a pest was found. Record Reportable or Actionable pests, if status not known yet, make sure to update record.

CONTAMINANT: Check the appropriate response.

PEST NUMBER: Enter NONE if no pests were found on/in/with the item. If a pest is found, send all pests intercepted to identifier personnel for identification. Mark the interception "PROMPT: AQI MONITORING". Record Reportable or Actionable pests only. Make sure to update record with interception number(s). This may need to be done at a later time or by local identification personnel.

PEST IDENTIFICATION or CONTAMINANT: Record the official id for all reportable/actionable pests or list the contaminant.

Southern Border—Vehicles

Data Collection and Maintenance

Introduction

Traditionally, PPQ based our work on the quantity of quarantine material intercepted (QMI). We filled our inspection tables with QMI, found pests, and tallied them to justify good job performance. AQIM emphasizes work efforts based on the potential threat posed by foreign pests and QMI.

Regular baseline AQIM will be incorporated as a part of PPQ's ongoing work location operations. A minimum of 10 random samples are required at southern border crossings per day. Experience has shown that each sample takes approximately 5 to 7 minutes.

Every PPQ work location needs to be involved in AQIM. Each work location has a group of managers, supervisors, and officers who manage results monitoring and the subsequent risk management functions at the work location. All PPQ personnel are involved and supportive of the process.

The expected results are that PPQ will have results monitoring systems in place that will meet the needs of management and the requirements of the GPRA.

Epi Info User Guide for Data EntrySouthern Border– Vehicles

NOTICE	When first using Epi Info, thoroughly read the user guide to become familiar with entering data into each of the fields.

General Instructions

At the completion of **each data entry session** make a back up of data records file, **AQIBRM.REC**, to a computer disk. See **Appendix G** for procedures for backing up monitoring data.

1. Press [**CAPS LOCK**] (to ensure typing capital letters).

2. Be sure to start at C:\ prompt. Epi Info is a DOS program.

3. Change to the Epi Info directory. Type **[CD EPI6]**, then

   Press [**ENTER**].

4. Start Epi Info program. Type [**EPI6**], then

Press [**ENTER**].

5. Wait several seconds, the Main Menu will appear with the word Program highlighted.

6. Press [**P**] (to list Program menu).

7. Press [**N**] (to choose ENTER from Program menu).

8. Cursor should be in space below phrase "Data file (.REC)".

9. Type in the space the cursor is in: **AQIBRM**

10. Press [**ENTER**] **three times** (to load files for data entry).

11. Data entry screen for Border Vehicles should appear.

Help Statements

Read the following statements before entering data:

◆   Each data entry screen represents only one monitoring inspection. After correct data entry is made and saved, this becomes a record for that one inspection.

◆   Some data fields will automatically advance the cursor after entering data. Some require pressing [**ENTER**] to advance the cursor after entering data.

◆   Data entry messages and valid data values for each data field appear at the bottom of the screen or by pressing [**F9**].

◆   If an error is made and the cursor has left the data field, use the Up (↑) and Down (↓) arrow keys to move from field to field in order to change or correct data fields already entered.

◆   **DO NOT PRESS F6 to delete a record.** Despite the screen label, this does not delete the record, it only places an asterisk on the Epi Info record number. Epi Info will ignore records with an asterisk when doing analysis commands.
To eliminate the unwanted record from the data file, type over the unwanted record with a new record.

Enter Data

Read the following as you enter data to become familiar with each of the fields.

Workunit & Work Unit Code—With the first record, you will need to complete these data fields. Place cursor in Workunit field. Press: F9 and choose the correct work unit name. For each record thereafter, these fields will repeat the work unit, terminal, and work unit code from the previous record. You should not have to enter data in these fields. These fields are automatically filled in, if not contact the local AQIM Coordinator.

Rec Num—Do not enter data in this field. This field is automatically filled in. THIS FIELD WILL SERVE AS THE "OFFICIAL" PERMANENT RECORD NUMBER. DO NOT USE THE NUMBER LOCATED IN THE LOWER RIGHT HAND CORNER OF THE SCREEN TO IDENTIFY A RECORD.

Bridge/Crossing—Enter the correct crossing or bridge name. Keep crossing name spelling consistent.

Day of Week—Press: [**F9**] to select Day of Week.

Date—Enter date of inspection in MM/DD/YYYY format.

A) Time—Enter time of day the inspection began using military time.

B) Pax Origin—Press: [**F9**] to open window of country names and States of Mexico. Type the first and second letters of the country name to scroll down the list faster. Use Up ($\uparrow$) and Down ($\downarrow$) arrows keys to highlight the country name or State of Mexico. Press [**ENTER**] to select it.

Origin Code—Do not enter data in this field. This code is entered automatically.

C) Origin—Enter Local or Distant for origin of vehicle inspected.

D) Pax City/State destinaiton—Press: [**F9**] to select the state. Enter in the city. Be consistent with spelling.

E) Destination—Enter Local or Distant for destination of vehicle inspected.

F) Number Pax—Enter number of passengers recorded on the data form. Press [**ENTER**] to advance to the next data field.

G) Status—Enter response recorded on the data form or press: **F9** to open window of valid choices. Use Up ($\uparrow$) and Down ($\downarrow$) arrow keys to highlight correct choice. Press [**ENTER**] to select the appropriate status.

H) Reason for Travel—Enter response recorded on the data form or press: [**F9**] to open window of valid reasons. Use Up ($\uparrow$) and Down ($\downarrow$) arrow keys to highlight correct reason. Include Sports/Recreation in "Tourist" category. Press [**ENTER**] to select the appropriate travel reason.

I) Vehicle Type—Enter response recorded on the data form or press: **F9** to open window of valid types. Use Up (↑) and Down (↓) arrow keys to highlight correct choice. Press [**ENTER**] to select the appropriate type.

J) Have been on a Farm or Ranch near Livestock—Enter either N(no) or Y(yes) if the passenger has been on a farm or ranch.

K) Going to a Farm or Ranch—Enter either N(no) or Y(yes) response from the data form on whether passenger will be visiting or working in a farm environment within the next 30 days.

L) Items of Agr Interest?—Enter either Y(yes) or N(no):

- ◆ If Y: cursor will proceed to next data field.

- ◆ If N: then cursor will jump to the bottom of the screen asking the question: "Write data to disk (Y/N/<Esc>)?" If data entry is correct and complete, answer Y to this question and the data screen will renew for the next record entry.

Item—Press: F9 to open window of valid item names. Type the first and second letter of item name in order to scroll down the list faster. Use Up (↑) and Down (↓) arrow keys to highlight correct item. Press [ENTER] to select the item.

ICode—Do not enter data in this field. This code is entered automatically. Press [ENTER] to advance the cursor and automatically fill in the data field QMIType.

QMIType—Do not enter data in this field. This code is entered automatically.

Item Drv or Pax—Enter response recorded on the data form whether the item of agricultural interest was from the driver of the vehicle or from a passenger of the vehicle.

ItmAmnt—Indicate the weight in kilograms. Obtain or <u>accurately estimate</u> weight of items (apple, orange, etc.) whenever possible. **(1 LB is approximately .5 KGS, 3.5 ounces =.1 KGS.) For plant items (flowers, etc.), record number of stems or pieces. For items not practical for obtaining weight (shoes, trophies, etc.),** then record the quantity of these as pieces.

U(Unit of Measure)—Press: F9 to open window of unit values. Use Up (↑) and Down (↓) arrow keys to highlight the unit value. Press [ENTER] to select it.

Declared—Enter response recorded on the data form.

Action—Enter action by either typing the response or pressing F9 to open window of valid actions. Use Up (↑) and Down (↓) arrow keys to highlight correct action. Press [ENTER] to select the action.

Whre (Where) Found In—Enter where item was found in vehicle by either typing the response or pressing [**F9**] to open window of valid areas. Use Up (↑) and Down (↓) arrow keys to highlight correct area. Press [**ENTER**] to select the area.

Found In—Enter what the item was found in by either typing the response or pressing [**F9**] to open window of valid choices. Use Up (↑) and Down (↓) arrow keys to highlight correct choice. Press [**ENTER**] to select the choice.

PestPres—Enter either **N**(no) or **Y**(yes) response recorded on the data form.

Contaminant—Enter either **N**(no) or **Y**(yes) to indicate if a contaminant was present with the item that is listed.

Pest Intercep. Num.—System will automatically enter NONE (for no pest found). Enter the pest interception number if assigned at your work location. This number maybe assigned later or by another office. **IF PEST INTERCEPTION NUMBER IS GOING TO BE ASSIGNED BY ANOTHER OFFICE, THEN ENTER THE LETTERS "TBA" (To Be Assigned)**. When TBA is used, be sure to note the permanent record number in the upper right corner of the screen so updating can be done.

Pest ID/Contaminant—System will automatically enter NONE (for no pest found). Enter either the name of the contaminant or the taxonomic name of the pest found. Be sure to update this record with the pest name, if necessary.

◆ Press [**Y**] if additional items ARE to be entered. Press [**ENTER**] to leave field and continue on. (Cursor jumps down to next Item field. You can enter up to four Items in a record.)

◆ Press [**N**] if no other items are to be entered in this record. The cursor will jump to "Write data to disk (Y/N/<Esc>)?".

Write data to disk (Y/N/<Esc>)?—

◆ Press [**Y**] if data entry is complete for this record. Record will be saved to the record's file.

◆ Press [**N**] if you wish to make changes or corrections to the record field. After making changes or corrections, remember to return the cursor to the Continue field that was N. Press [ENTER] to return to the prompt "Write data to disk (Y/N/<Esc>)?". Press [**Y**] to complete record.

MO—Do not enter data in this field. This field is filled in automatically with the numeric value of the month. This field is used for analysis purposes.

ANACTREQ—Do not enter data in this field. This field is filled in automatically. This field is used for analysis purposes.

TOTAL SEIZED—Do not enter data in this field. This field is filled in automatically. This field is used for analysis purposes.

When finished with data entry—

1. Press [**F10**] to return to the main start up screen.
2. Press [**F10**] again to leave Epi Info and return to the regular computer screen.

> **After each data entry session,** make a back up of the data records file, **AQIBRM.REC**, to a computer disk. See **Appendix G** for back up instructions.

Data Accuracy Checks and Data Corrections

Introduction

This section outlines the basic procedures to check on data accuracy, make Epi Info data corrections, and begin basic data analysis. It is important to perform these procedures on a REGULAR basis to ensure data quality.

> Do not start this correction/analysis mode until you have read through the entire document, especially the last section that requires creating a new file BEFORE leaving this analysis mode.

Before Starting

Before starting the Epi Info software, copy your working Epi Info records file to the back up disk copy before you begin the correcting procedures. See **Appendix G** for procedures for backing up monitoring data.

Start Corrections

1. Enter Epi Info and at the first Epi Info screen, select the **Program** menu.

2. Under the Program menu, select **Analysis**.

3. You should have an EPI6> prompt at the bottom of the analysis screen.

Read

1. To choose the file you would like to work with, Type **READ**, and

   Press [**ENTER**].

2. A list of files should appear.

   Select the appropriate *.REC file from the list by highlighting it, and

   Press [**ENTER**].

3. The cursor will appear at the EPI6> prompt again.

Commands

To check on data accuracy, you will be using the following commands:

BROWSE allows you to see all the records at one time

FREQ for frequency - allows you to see how many times something appears

IF THEN statement allows you to make changes to correct spelling errors, dates, etc.

BROWSE

To BROWSE the file of records:

1. Press [**F4**]. Browsing allows you to look at the records in the file you have selected. **NOTE**: The order of records in browse is the order they were entered.

2. While there, check for any duplicate records (records with the same date and same time). Also, check for any deleted records. Deleted records will show an asterisk and usually a different shade of color. See **Delete Records** beginning on **page-9-9-13** to work with records that have an asterisk.

FREQ (Frequency)—Start by performing frequencies on each individual data field.

1. Press [**F2**] (to get your list of commands).

2. Choose **FREQ**, then

3. Then Press [**F3**] for a list of variables you can perform
    frequencies on. **Choose only one variable at a time.** Some of
    the variables you should start with are:

WORKUNIT	PESTNUM
WORKUNITCO	PESTNUM01
CROSSING	PESTNUM02
DATE	PESTNUM03
PASSORIGIN	

When you perform your first FREQ command, check the total number
of records from the FREQ command statement against the total
number of records at the very top of the page (listed after Dataset: and
the file name). If they are different totals it is because the deleted
records are not included in the analysis.

When you perform a frequency on a data field (i.e., FREQ CROSSING)
and find misspellings in this field, an **IF THEN statement** can be used
to correct the mistakes.

IF THEN Statements If then statements are used to correct common
errors found.

NOTICE	If you use IF THEN Statements to make corrections, be sure to save the changes after all IF THEN changes are made. None of the IF THEN changes will be saved unless you save them following the steps beginning on **page-9-9-13**

EXAMPLE: to correct the spelling of the crossing:

At the analysis EPI6> prompt, type:

IF CROSSING= "LRADO" THEN CROSSING= "LAREDO," and
Press [ENTER].

NOTE: A generic statement example would be:

IF VARIABLE= "what you want to change" THEN VARIABLE="what
to change it to"

Check your changes by performing the frequency command again. If
the corrections were made, the mistakes will not be listed this time.

Once a command is used it is quickly and easily accessed again by
using the Up (↑) arrow key to correct several misspellings without
retyping the entire IF THEN statement.

Delete Records

> ⚠️ **Important**
>
> There is a difference between the permanent record number and the Epi Info record number. The permanent record number is found in the upper right hand corner of the data entry screen at the data field name **Rec Num.** (In analysis it is also named **RECNUM**.) The Epi Info record number is found at the lower right of the data entry screen at **Rec=.**

During data entry, pressing [**F6**] will cause Epi Info to place an asterisk on the Epi Info record number. People mistakenly believe that the record is deleted. **The record is not deleted from the data file**. Epi Info analysis commands (such as FREQ) will ignore all records that have an asterisk.

◆ Deleted records will have an **asterisk** in front of the Epi Info record number (when viewing records either via the data entry screen or analysis - BROWSE mode). Write down the Epi Info record number of the records with asterisks.

◆ Check the paper forms for the records to see if they should be deleted or not.

Delete/Undelete Records (Update)

1. If the record needs an asterisk added or removed, Type **UPDATE** at the EPI6> analysis prompt, and

    Press [**ENTER**]. This puts you in the Update mode with a screen similar to Browse.

2. Use the Page Up or Page Down key to get to the Epi Info record number you need. (Under first column titled REC.)

3. Use the Up (↑) or Down (↓) arrow keys to highlight the record you want to change.

4. Press [**F6**] to delete or undelete records. (Actually add or remove an asterisk.)

5. When moving from updated record to another the computer will ask you if you would like to save it to a disk. Indicate YES if the change you made was correct. It will save the changes to the file.

6. When you are finished, Press [**F10**] to go back to the analysis command screen.

Saving Changes

IF you used **only** the UPDATE command (described above) to make corrections to records with asterisks, then you **DO NOT** need to do the following steps.

IF you used IF THEN Statements at any time to make corrections, none of the changes you have made will be saved unless **you do the following steps.**

1. **If the changes were made to your current AQIBRM.REC** file:

   At the analysis prompt type: **ROUTE BRMNEW.REC** to route the corrected records to a new file to make the changes permanent.

   "New" is added in the filename to show which file you are referring to and the latest version of that file.

2. At the analysis prompt type: **WRITE RECFILE /NOECHO**, and

   Press [**ENTER**].

   This actually writes the new data file. Be patient, this process may take some time.

3. Check to make sure all of the changes were made to the new file by reading the new file and Browsing the file and doing several FREQ commands on the corrected data fields.

ONCE ALL CHANGES ARE MADE - Leave the Epi Info program and go to the C:\EPI6> prompt

1. **If the changes were made to your current AQIBRM.REC file** then YOU MUST:

   At the C:\EPI6> prompt delete the original record file by Typing: **DEL AQIBRM.REC** (this will delete the file and it will no longer be accessible).

2. Rename the new file with the corrected records to the original file name. At the C:\EPI6> prompt, type:

   RENAME BRMNEW.REC AQIBRM.REC.

   The Epi Info file is now available for more data entry and other analysis procedures.

If you have any questions or comments about these procedures, contact the local AQIM Coordinator.

Merging Similar Files

Data entry of monitoring records may take place at several sites throughout a work location. This section outlines the necessary steps to merge these various work site files into one work location file for analysis and distribution to Riverdale, Maryland.

THIS SECTION ASSUMES THAT YOU WANT TO MERGE A DATA FILE ON A DISK WITH A MAIN DATA FILE ON YOUR COMPUTER HARD DRIVE.
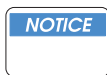
> **NOTICE**   Before starting these steps, be sure to do a backup of your Main Epi Info data records files (**AQIBRM.REC** for inspections) onto a disk if you have not done it recently. Backups should be completed at the end of every data input session. Refer to **Appendix G** for procedures for backing up data.

Prepare for the Merge Process

1. Press [**CAPS LOCK**]**.**

2. Start at C:\ > prompt.

3. Change to the Epi Info directory by Typing: **CD\EPI6** and, Press [**ENTER**]**.**

    Computer prompt should appear as: C:\EPI6> (This assumes Epi Info is loaded on the C: drive.)

4. Insert the disk that has second Epi file(s) to be merged into appropriate computer drive. This step assumes you already have an original **AQIBRCNT.REC** file on the computer to merge second files with.

5. **NOTE:** If your 3.5 disk drive is B, then substitute B where A appears in these directions).

    Type: **DIR A:,** and Press [**ENTER**]**.**

    This will show the file on the disk: **AQIBRM.REC**

6. The files on the disk must be renamed (because the disk files are the same name as those on the computer).

    Type: **RENAME A:AQI*.* ADD*.*,** and Press [**ENTER**]**.**

    This renames the disk file to **ADDBRM.REC**

7. Type: **DIR A:,** and Press [**ENTER**]

    This will show a list of the files on the disk again, be sure that the file now appears as **ADDBRM.REC**

8. Type: **COPY A:*.*,** and Press [**ENTER**]

    This copies the renamed file into the Epi Info directory.

    If an older **ADDBRM.REC** file exists from a previous merge, the computer may prompt you to overwrite it. Choose **Y**(yes) to overwrite.

Begin Merge Process

9. Enter into Epi Info's software main screen.

10. Press [**P**] (to list Program menu).

11. Arrow down (↓) and highlight MERGE files, and Press [**ENTER**].

Main Merge screen appears with cursor in File 1 box.

12. Type: **ADDBRM.REC** (if merging count files, type: **ADDBRCNT.REC**)

As you type, the default text in File 1 box disappears.

13. Press **ENTER**.

The cursor moves to File 2 box.

14.

IF you are merging with the main file:	THEN type:
Only one location file	AQIBRM.REC
Two or more location files at one time	SUMBRM.REC

15. Press [**ENTER**]

The cursor moves to Output file box.

16. Type: **SUMBRM.REC**

17. **Press [ENTER]**

The cursor moves to Merge Options box and highlights ( ).

18. **Press [ENTER]**

OK box is highlighted.

19. Press [**ENTER**]

Screen changes:

IF:	THEN:
An older SUMBRM.REC file exists	An information box appears stating that an older file exists. The word "Yes" is highlighted.

Press [ENTER] to overwrite the older file and continue merging. |
| An error box appears stating:

◆ files are not similar, or

◆ merge cannot take place | Press: **ESC** until you return to the main Epi Info screen and **call for assistance.** |
| Merge is successful | A completion bar scale may appear. Then an information box will appear indicating the number of records merged and the files that were merged. |

This will change to a screen with an information box indicating the number of records merged and the files that were merged.

20. Press [**ENTER**] (to return to main Merge screen).

IF you:	THEN:
Are done merging files	Press: **ESC** to return to the main Epi Info screen
Need to merge another port location's records	Press [F10] to leave Epi Info software. Return to C:\EPI6> prompt and go back to **Step 4.** under Prepare for the Merge Process on **page-9-9-15**.

Summary of Merge Process

Copy the resulting file to disk to send out:

◆ **SUMBRM.REC** contains both original records and records from another location that was on the disk.

Be sure to make a **separate** disk backup copy of these files to keep at your location.

Copy Files to a Disk

Leave Epi Info, after inserting blank disk into drive, go to the C:\EPI6> prompt.

Type **COPY SUM*.REC A:** This copies the file to the disk.

Southern Border—Vehicles

Data Analysis

AQIM Handbook

Survey Results and How To Use Them

AQIM activities have been put into place to develop baseline data to help answer two basic questions:

1. What is the threat of agricultural pests approaching work locations?

2. How effective is the AQI program at managing this threat?

Preliminary results for Southern border vehicle surveys provide a general answer for Question 1. That is, there are varying rates at which prohibited agricultural materials approach the work locations. These prohibited agricultural materials are what can have agricultural pests. Surveys show that at some work locations about 1 percent of the vehicles carried prohibited items in the past year. At other ports, surveys show that passengers and vehciles are carrying prohibited items at a higher rate, sometimes near 6 percent.

These percentages are a rough approximation of agricultural pest threat. Further analysis of the monitoring data is needed to determine the risk associated with the prohibited items approaching the work location. The origin and destination of the prohibited items is important to determine risk levels. Also, whether or not the prohibited item carries an actual agricultural pest is analyzing risk.

Analyses of the monitoring data need to occur at several levels of PPQ. At the work locations, PPQ personnel need to study what the data means and answer the first Question for their specific location. Analysis tools are available to help with these analyses which are explained in the next subsection. At the same time, PPQ holds risk analysis workshops around the country to introduce risk analysis concepts. At some work locations, teams of PPQ officers and managers form Risk Management Teams to look at monitoring data and other data, which are normally collected at the location.

At other locations, analyses of monitoring data occur to establish rates at which quarantined items and agricultural pests are approaching the borders of States, areas of the country, and the United States.

Once baseline rates are well established, PPQ can use the monitoring data as a baseline to answer the second basic question: How effective is the AQI program at managing the risk of introduction of agricultural

pests and diseases? Again, each work location must conduct this type
of analysis. AQIM provides a framework which work location can use
to carry out the analysis.

Analysis Tools

There are two tools available for analyzing AQI monitoring data. One
is the ANALYSIS program in Epi Info. The other tool is the Short-term
Reporting Tool (SRT) accessed using Netscape.

Using the SRT you can look at data entered for your work location, as
well as data for other work locations within a State, a Region, or across
the nation. Also, using the SRT you can look at WADS data to use
with AQI monitoring data. Refer to **Appendix J**—**Internet** for
guidelines on how to use the SRT.

Using the ANALYSIS program in Epi info, you can look at data entered
specifically for your work location. While in Epi Info ANALYSIS, you
can select a data analysis program file (*.PGM) that automatically runs
a series of Epi Info commands. The program will produce various
listings, tables, analysis commands, and explanatory text from data
files for a designated pathway. Follow the guidelines on how to load
and run data analysis program files beginning on **page-9-9-23**.

Epi Info ANALYSIS saves the analysis output to a file for viewing and/
or printing. The file contains basic information that answer some of
the questions to guide data analysis that follow. For questions not
answered by running an automatic program, you will need to key in
and run various analysis commands. Follow the Epi Info User Guide
for Data AnalysisSouthern Border–Vehicles beginning on **page-9-9-27**
to help you with the anlaysis commands.

Questions to Guide Data Analysis

The following questions are a guide for managers and Risk
Management Teams to formulate information around. With the
answers, valid decision can be made based on the potential risk of
quarantined material and exotic pests and diseases entering a specific
pathway. The value of using the monitoring data for decision making
is better understood.

1. How many vehicles were selected for the sampling during the
   survey?

   How many vehicles sampled required an action (seizure or other
   action required as a condition of entry) during the survey?

What is the action approach rate of vehicles requiring action (number of vehicles with one or more items categorized as seized or clean/treatment divided by the total number of vehicles sampled)?

What is the total number of QMIs seized during the survey?

How many seizures (QMIs) came from the samples during the survey?

What is the QMI approach rate of vehicles with prohibited agricultural material (total number of QMIs divided by total vehicles sampled during the survey)?

2. How many pest interceptions (actionable pests) were made from survey samples?

   Pest approach rate: what is the rate of pest interceptions in relation to number of vehicles (number of actionable pests divided by number of vehicles in the sample)?

3. How many QMIs were plant material? Meat or animal products?

   What is the rate of QMIs for plant material and meat or animal products?

   DISCUSSION

   Is there a greater risk from plant material or animal products at this work location?

4. How many vehicles were sampled at each crossing? What is the rate of QMI seizures at each crossing? Which crossings have a higher rate of QMIs than vehicles? (See **DISCUSSION**.)

   DISCUSSION

   Are these crossings staffed accordingly? (Example: 30 percent of all vehicles surveyed crossed at Bridge A, 20 percent crossed at Bridge B, and 50 percent crossed at Bridge C. Fifteen (15) percent of the QMIs seized in the work location were seized at Bridge A, 35 percent were seized at Bridge B, and 50 percent were seized at Bridge C.) Vehicles crossing Bridge B could represent the greater risk at the work location and staffing should be reviewed based on this risk.

5. What are the destinations of vehicles transiting the work location? Is local traffic (less than X miles from the work location) considered a high risk? What are the number of QMIs traveling to local locations versus distant locations?

DISCUSSION

Which states are considered high risk States? How can you best select vehicles destined to these high risk States to protect U.S. agriculture?

6. Compare the **action** approach rate for each month of the survey period.

DISCUSSION

Are there easily identified monthly trends when the rate of QMIs transiting the work location are higher?

Are there seasonal trends or do higher rates correlate with national or religious holidays, beginning or end of the school year, vacation periods, etc.?

Do these rates correlate with traditional peak and off-peak travel times?

7. Generate a listing and frequency of items seized. What are the top five items most frequently seized? Which QMIs present the greatest risk?

8. Which vehicles (and at which crossing) were carrying prohibited items? Where were the items found̶hand carried bags, passenger compartment, glove box, truck, luggage? Did the passenger declare all prohibited items? Was the passenger traveling alone, as a couple, or family? What was the reason for travel̶business, vacation, visit family, tour group, school? What type of vehicle was used to transport prohibited items?

DISCUSSION

How do current selectively factors compare with survey results?

What selectivity factors could be changed or added to identify vehicles carrying prohibited items?

What percentage of resources are dedicated to staffing AQI activities for southern border vehicles at the work location?

What is the relative risk of southern border vehicles compared with other pathways in the work location?

Should resources be reallocated among all the pathways in the work location to better address the relative risk of the pathways?

9. Apply the monitoring results to the total approaching population to estimate the number of QMIs and pest interceptions likely to transit the work location during the survey period by answering:

How many total vehicles entered the work location during the survey period? Using the rate of QMIs and pest interceptions from AQIM, calculate estimates of the number of QMIs and actionable pests transiting the work location.

DISCUSSION

What percentage of all QMIs transiting the work location were seized as a result of the AQI program, use WADS data?

How does the estimated number of QMIs compare with the reported number of QMIs on WADS?

How does the estimated number of actionable pest interceptions compare with the reported number of actionable pests on WADS?

What percentage of all actionable pests transiting the work location were intercepted as a result of the AQI program?

How to Load and Run Data Analysis Program Files

Data analysis program files are meant to provide only listings, tables, and explanatory text about the monitoring data gathered at work locations. The program files are not intended to be used as final analysis tools. The outputs from these program files should raise further questions and discussion by local personnel and risk management committees.

> ⚠️ **Important**
>
> Each year the AQIM National Team reviews, discusses, and decides about suggested improvements (additions, removals, changes) to the baseline data fields based on analysis and operational needs. A summary of the changes made during previous fiscal years to data fields for the Southern Border–Vehicles pathway begins on **page-9-9-32** under Southern Border Vehicles Epi Data Translation. Use the summary to identify data field changes that may impact the results of an analysis report run for a particular year.

Data analysis files automatically run a series of Epi Info analysis commands. Use the following guidelines to load and run data analysis program files.

1. Determine which data analysis program file (*.PGM) you will load and run in Epi Info. In Epi Info, ANALYSIS, there is a data analysis program file for each fiscal year of data gathered. Look at the table below to identify the file to load and run depending on which fiscal year's data you are analyzing.

If you want to analyze data for:	Then load and run the following Epi Info ANALYSIS data analysis program file (*.PGM):
FY 1997	BORDER97.PGM
FY 1998	BORDER98.PGM
FY 1999	BORDER99.PGM
FY 2000	BDR2000.PGM
FY 2001	BDR2001.PGM
FY 2002	SOVEH02.PGM
FY 2003	SOVEH03.PGM

2. Get ready to run a data analysis program file.

   A. Press [CAPS LOCK] (to ensure typing capital letters).

   B. Be sure to start at C:\prompt. Epi Info is a DOS program.

   C. Change to the Epi Info directory. Type: **CD EPI6,** then Press [ENTER]**.**

   D. Start Epi Info program. Type **EPI6,** then Press [**ENTER].**

   E. Wait several seconds, the Main Menu will appear with the word Program highlighted.

   F. Press [**P**] (to list Program menu).

   G. Press [**A**] (to choose ANALYSIS from Program menu).

   H.

If you are running:	Then:
A data program analysis file using Epi Info, ANALYSIS	CONTINUE to **Step 3.**
Further analysis commands using Epi Info	GO to the **Epi Info User Guide for Data Analysis** beginning on **page-9-9-27**

3. Run the selected data analysis program file (*.PGM) from Step 1.

   You should be at the Epi Info ANALYSIS screen. If not, review Step 2.\

   NOTICE | To leave the analysis mode at any time, Press [F10].

A. At the EPI6 command prompt, Type **RUN FILENAME,** where FILENAME is the *.PGM file you selected in Step 1. For example, if you are analyzing data gathered in Fiscal Year 2000, then you would enter at the command prompt, **RUN BDR2000.PGM**

Then, Press [**ENTER**].

If you:	Then:
See the following prompt at the bottom of the screen: "Press enter key to pick the records file you want to analyze"	1. Press [ENTER]. A window appears with a listing of *.REC files. 2. GO to **Step B.**
Do not see the prompt stated in the cell above	DO the following 3 steps

   i. Type RUN, then Press [**ENTER**]. A window appears with a list of *.PGM files.

   ii. Using the Up (↑) and Down (↓) arrow keys, search and highlight the program file name you want to run (for example, BDR2000.PGM), then Press [**ENTER**].

NOTICE   If you cannot locate the file name you are looking for, then contact your local AQIM coordinator. If they are not available, then contact the National AQIM Coordinator.

   iii. When the following prompt appears at the bottom of the screen: "Press enter key to pick the records file you want to analyze"

Press [ENTER]

Go to **Step B.**

B. Using the Up (↑) and Down (↓) arrow keys, highlight the records file for the desired fiscal year.

⚠️ **Important**   The program file (*.PGM) must match the records file (*.REC). When you are sure,

Press [**ENTER**].

C. You are prompted for a file name where the program will save the output. (An example is given on the screen using a three-letter port code and the date.)

Type [**FILENAME]**, where FILENAME is the file name you have created to save the program output. Then, Press [ENTER].

D. You are prompted to enter the date that is **one day before** the date you want the program analysis to start. (The analysis program analyzes records between two given dates, but does not include the given dates. Therefore, you must enter the dates of the days just before and after the dates you want included in the analysis.

EXAMPLE: For example, to analyze Fiscal Year 2000 data, you would enter 09/30/1999 (one day before the beginning of the Fiscal Year 2000).

Type the start date following the format (MM/DD/YYYY), where it is one day before the date you want the program analysis to start, then Press [**ENTER**].

E. You are prompted to enter the date that is **one day after** the date you want the program analysis to end.

Type the end date following the format (MM/DD/YYYY), where it is one day after the date you want the program analysis to end, then Press [**ENTER**].

4. The program will begin analyzing. You will see the program's output scroll quickly on the screen. It is being saved to the file name you specified in **Step C.**

5. The program is finished when the cursor returns to the EPI6> prompt. At this time, you may want to do any of the following:

If you want to:	Then:
View or print the program output file	1. Press [**F10**] to exit Epi Info 2. Use a word processing program such as WordPro to view and/or print the file. NOTE: The file usually is in the C:\EPI6 directory saved in an ASCI (DOS) text file format.
Run a data analysis program file for another fiscal year's data	Return to **Step 1.** at the beginning of this subsection to decide which program file to run
Continue with further analysis commands using the Epi Info User Guide for Data Analysis	Go to the **Epi Info User Guide for Data Analysis** beginning on **page-9-9-27**
Exit Epi Info, ANALYSIS	Press [**F10**]
Exit Epi Info	Press [**F10**] twice

Epi Info User Guide for Data Analysis

Southern Border– Vehicles

When first running analysis commands in Epi Info, thoroughly read the user guide to become familiar with basic analysis procedures to use with the monitoring data at your work location.

Get Ready

1. You should be at the Epi Info, ANALYSIS screen. If not, refer to **Step 2.** getting ready to dun a data analysis program file, under How to Load and Run Data Analysis Program files on **page-9-9-23**.

2. Press [**F2**] (to list Commands menu).

3. Use arrow key to move cursor to READ command.

4. Press [**ENTER**] **twice** (to get a list of .REC files which can be analyzed).

5. Use the arrow keys to move the cursor to highlight **AQIBRM.REC**.

6. Press [**ENTER**] (to bring the *.REC file you have chosen into the Analysis screen).

7. Press [**F4**] (to browse the data records in the file).

8. Use the arrow keys to look over the data to make sure it has been entered properly during the past month. (In subsequent months, you will want to browse through the entire file to see that all months of data have been properly entered, repeated fields such as workunit are consistently the same.)

   To view only one individual record, press [**F4**] again to see the entire record as it was originally entered. If it is necessary to make changes to the record, **note the Epi Info record number in the lower right corner of the screen.**

If you want to edit, correct, or change this record, go to **Edit Records** beginning on **page-9-9-31**

Analyze Records

9. Press [**F10**] (to return to the main Analysis screen).

10. Press [**F2**] (to see a list of analysis commands).

11. Use the arrow keys to move the cursor to FREQ (frequency) and,

    Press [**ENTER**].

12. Press [**F3**] (to see a list of data variables). To better understand the variables listed, refer to **page-9-9-32** for a list of data variable translations for the current FY and a summary of data field changes made during previous FYs.

13. Use arrow keys to highlight the data variable you wish to know the frequency of.

Press [**ENTER**] **twice** and you will get a frequency table.

EXAMPLE: If you want to know how many times a sample was taken on a certain date, you can choose the DATE variable and press [**ENTER] twice**. You will get a table showing the number of records entered into the database on each date of the survey. If the word <more> appears, keep pressing ENTER until cursor returns to EPI6> prompt. You can review the analysis output by using the Page Up and Down keys.

---

14. Explore the database by doing FREQ commands for as many data variables as is logical. By doing this you will begin to understand the survey data and see some patterns in the data.

For each variable, use the **F2** and **F3** keys to choose the FREQ command and variable of interest. Also, you can type the word FREQ and the data variable names directly at the Analysis prompt.

15. To explore graphic commands: (The PIE command is one of several graphics commands which allow you to analyze the variables with graphs. This may make it easier to see patterns in the data and to understand the survey results.)

Press [**F2**] again and choose the PIE command with the cursor.

Press [**F3**] and select a data variable of interest from your data exploration in the FREQ analysis (**Step 9.**- **15.**).

Press [**ENTER**] **twice** and you will see a pie chart on your screen which might help you understand a pattern in the data.

For example, if you have chosen the DATE variable for a pie graph, you may see that a larger percentage of samples were taken on different days, which may cause you to question the sampling procedures.

See **Appendix H** for procedures for printing graphics while in Epi Info.

To leave the graphic screen and return to the main screen, Press **[ESC].**

16. Further FREQ exploring:

   To see the total number of SEIZED, I&R, or CLN/TRMT items from random inspections, Press [**F2**] to list commands.

   Highlight FREQ, and Press [**ENTER**]. (You will next "tag" more than one data variable to move these variable to the analysis command line.)

   Press [**F3**] to list data variables. Highlight ACTION, and "tag" this variable by pressing **Shift and the (+)**. A small arrow will appear next to ACTION.

17. Further FREQ exploring: (continued)

   Next, highlight the variable ACTION01, and "tag" it. Do the same for ACTION02 and ACTION03.

   The analysis command line should appear:

   EPI6> FREQ ACTION ACTION01 ACTION02 ACTION03.

   Press [ENTER]. The output screen should display counts of SEIZED, CLN/TRMT, I&R for each of the category data lines for all records. Adding up the SEIZED, CLN/TRMT, I&R counts will provide a category breakdown of the agriculture items seized, clean/treated, or inspected and released during random sample inspections.

18. Further exploration. Two other commands (F2 TABLES, F2 SELECT) are very useful to explore the survey data to begin answering questions you may have after using the FREQ and PIE commands.

   For example, you want to know what vehicle destinations are receiving the most prohibited items, then do the following:

   Press [**F2**] to list commands. Highlight FREQ and Press [**ENTER**].

   Press [**F3**] key to list data variables. Highlight ACTION, and Press [**ENTER**].

   The analysis command line should appear: EPI6> FREQ ACTION

Press [**ENTER**] and the output screen should display a table listing the number of samples that required action. The table also lists a percentage of records requiring action.

Press [**F2**]. Move cursor to SELECT. Press [**ENTER**].

Press [**F3**]. Move cursor to ACTION.

Press [**ENTER**]. Type: = "SEIZED "

19. Further exploration (continued).

The comand line will then look like this: EPI6>SELECT ACTION = "SEIZED"

Press [**ENTER**]

When you run any new FREQ commands (such as FREQ PAXDESTIN) or other analysis commands, the analysis will only look at a subset of records in which the category ACTION type is seized for the items from the sample inspection. If you want to get back to the entire set of records (records with and without prohibited items), press [**F2**]. Move cursor to SELECT. Press [**ENTER**].

> ⚠️ **Important**
> This analysis will only list the records that have SEIZED on the first ACTION line of the data entry form. Other prohibited items can be listed on the second, third or fourth line of the data record. To work with these subsets, you first clear the select process (type: SELECT, then Press [ENTER]) and then repeat the above Select phrase using ACTION01, then repeat using ACTION02, then ACTION03.

20. To continue working with the subset of records established in Step 19.

Press [**F2**]. Move cursor to FREQ. Press [**ENTER**].

Press [**F3**]. Choose PAXDESTIN. Press [**ENTER**] **twice**. You will get a table that lists the destination frequencies of where prohibited items went.

Do a PIE PAXDESTIN or a BAR PAXDESTIN analysis command to get a graphic picture of which destinations are getting the most prohibited items.

21. Type **SELECT** (or choose select from the F2 commands menu) to work with all the records.

22. Type on the command line: **TABLES CROSSING ACTION**. (Or use the [F2] and [F3] keys to select the TABLES command and the two variables.)

Press [**ENTER**]. You will get a table which shows the frequency of seized items broken down by crossing.

This analysis can be used to further understand the risk presented by the various crossings at a land border port.

Edit Records

E1. Press [**F10**] **twice** (to get back to the main EPI6 program menu).

E2. Press [**P**] (to list Program menu).

E3. Press [**N**] (to get to the Edit menu).

E4. Press: [**F9**] (to list .REC files).

E5. Use arrow keys to highlight appropriate .REC file

Press [**ENTER**] **four times** to get to the data entry screen for this file.

E6. Press [**CONTROL**] **and** [**F**] at the same time (to find the record which needs editing).

E7. Press [**F2**] and then **type the Epi Info number** of the record you need to edit.

E8. Press [**ENTER**] (to get to the record you need to edit).

E9. Make corrections to the record, using the Up ($\uparrow$) and Down ($\downarrow$) arrow keys to move from field to field.

When finished editing, Press [**F10**], and answer YES to the question (at the bottom of the screen) that asks to write the edited record to the data file.

Southern Border Vehicle Epi Data Translation

Core Data Fields for the Current Fiscal Year

VARIABLE NAME	SCREEN NAME
WORKUNIT	Work Unit:
RECNUM	Rec Num: (Permanent Record Number)
WORKUNITCO	Work Unit Code:
CROSSING	Crossing:
DAYWEEK	Day of Week:
DATE	Date:
TIME	A) Time:
PAXORIGIN	B) Pax Origin
ORIGINCODE	Origin Code:
ORIGIN	C) Origin: (Whether local or distant)
STATEDEST	D) State destin:
CITYSDEST	City destin::
DESTIN	E) Destination:
NUMBERPAX	F) Number Pax:
STATUS	G) Status:
REASONTRAV	H) Reason For Travel:
VEHTYPE	I) Vehicle type:
BEENONFARM	J) Have been on a Farmor Ranch/Near Livstock
GOFARMRAN	K) Going to a Farm or Ranch:
ITEMAGRINT	L) Items of Agr Interest?

First Item Information

ITEM	Item:
ICODE	ICode:(Item Code Number)
QMITYPE	QMIType: (QMI type of item: A(Animal), P(Plant), N(None)
ITMAMNT	ItmAmnt: (Item Amount)
U	U: (Unit of measure used for amount)
DECLARED	Declared: (Did passenger declare item, written or orally)
ACTION	Action: (Either seized, cln/trmt, or I&R)
WHREFOUND	Whre Found: (what area of vehicle item found in)
FOUNDIN	Found In: (what type of container item found in)
PESTPRES	PestPres: (was item infested with a pest)
CONTAMINAN	Contaminant: (is contaminant present)
PESTNUM	Pest Intercep. Num: (Pest Interception Number)
PESTID	Pest ID/Contaminant
CONTINUE	Continue:

VARIABLE NAME	SCREEN NAME
Second Item Information	
ITEM01	Item:
ICODE01	ICode:(Item Code Number)
QMITYPE01	QMIType: (QMI type of item: A(Animal), P(Plant), N(None)
ITMAMNT01	ItmAmnt: (ItmAmnt)
U01	U: (Unit of measure used for amount)
DECLARED01	Declared: (Did passenger declare item, written or orally)
ACTION01	Action: (Either seized, cln/trmt, or I&R)
WHREFOUN01	Whre Found: (what area of vehicle item found in)
FOUNDIN01	Found In: (what type of container item found in)
PESTPRES01	PestPres: (was item infested with a pest)
CONTAMIN01	Contaminant: (is comtaminant present)
PESTNUM01	Pest Intercep.Num: (Pest interception number)
PESTID01	Pest ID/Contaminant:
CONTINUE01	Continue:
Third Item Information	
ITEM02	Item:
ICODE02	ICode:(Item Code Number)
QMITYPE02	QMIType: (QMI type of item: A(Animal), P(Plant), N(None)
ITMAMNT02	ITMAMNT: (Item Amount)
U02	U: (Unit of measure used for amount)
DECLARED02	Declared: (did passenger declare item, written or orally)
ACTION02	Action: (either seized, cln/trmt, or I&R)
WHREFOUN02	Whre Found: (what area of vehicle found in)
FOUNDIN02	Found In: (what type of container item found in)
PESTPRES02	PestPres: (was item infested with a pest)
CONTAMIN02	Contaminant: (is comtaminant present)
PESTNUM02	Pest Intercep.Num: (Pest interception number)
PESTID02	Pest ID/Contaminant:
CONTINUE02	Continue:
MO	MO: (month of record, for analysis purposes)
ANACTREQ	ANACTREQ: (an action required)
SEIZED	SEIZED: (QMIs seized)
Fourth Item Information	
ITEM03	Item:
ICODE03	ICode:(Item Code Number)

VARIABLE NAME	SCREEN NAME
QMITYPE03	QMIType: (QMI type of item: A(Animal), P(Plant),N(None)
ITMAMNT03	ItmAmnt: (Item Amount)
U03	U: (Unit of measure used for amount)
DECLARED03	Declared: (did passenger declare item, written or orally)
ACTION03	Action: (either seized, cln/trmt, or I&R)
WHREFOUN03	Whre Found: (what area of vehicle item found in)
FOUNDIN03	Found in: (what type of container item found in)
PESTPRES03	PestPres: (was item infested with a pest)
CONTAMIN03	Contaminant: (is contaminant present)
PESTNUM03	Pest Intercep. Num: (Pest interception number)
PESTID03	Pest ID/Contaminant:

Summary Of Data Field Changes Made During Previous Fiscal Years:

For Fiscal Year:	The following additions, changes, and removals were made to the data fields:
2001	**Additions:** DRVPAX=Item Drv or Pax DRVPAX01=Item Drv or Pax DRVPAX02=Item Drv or Pax
	Changes: GOFARMRAN used to be GOVISWORK PESTPRES used to be INFESTED PESTPRES01 used to be INFESTED01 PESTPRES02 used to be INFESTED 02 PESTPRES03 used to be INFESTED 03
	Removals: ITEMORCO=Item Origin Code O=O ITEMORCO01 O01=O ITEMORCO02 O02=O ITEMORCO03 O03=O
2003	Additions: DAYWEEK= Day of Week STATEDEST= State destination CITYDEST= City destination BEENONFARM= Been on a Farm
	Removals: DRVPAX–DRVPAX03– Driver or passengers.

For Fiscal Year:	The following additions, changes, and removals were made to the data fields:
1999	**Additions:** O=O MO=MO ANACTREQ=ANACTREQ SEIZED=SEIZED O01 O02 O03 ORCONTAMIN=or Contaminant
	Changes: ITEMORCO used to be ITEMORIGIN ITEMORCO01 used to be ITEMORIGIN01 ITEMORCO02 used to be ITEMORIGIN02 ITEMORCO03 used to be ITEMORIGIN03
	Removals: GENDER=Gender AGE=Age